

ADMINISTRATIVE - INTERNAL USE ONLY

21 August 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Information Services

SUBJECT: OIS Weekly Report (14-20 August 1985)

A. WORK IN PROGRESS

1. TRIS. Activities in the Information Resources Management Division (IRMD) continue on schedule toward implementing TRIS/TSCADS. A draft TSCADS User Manual was distributed to Agency Top Secret Control Officer's (TSCO) for review, and the finished manual should be ready for the printers within the next two weeks. Twenty students are scheduled to receive TSCADS training on 22 and 23 August, the last of the scheduled TSCADS training sessions. The Information Control Branch of IRMD has sent a memorandum to Agency TSCOs explaining transitional reporting procedures for the 26 August conversion to on-line TSCADS.

2. TS COLLATERAL DOCUMENTS. OIS annuitants continue their search for unaccounted Top Secret (TS) collateral documents. Two hundred and three TS documents were located in the Intelligence Community Staff's (ICS) holdings at the Records Center; 167 were on the ICS inventory list, but 36 were unlisted and will require further research. One thousand thirty-eight TS documents were located in the files of the Office of Soviet Analysis (SOVA); 1,007 were on the SOVA inventory list, and 31 were unlisted and must be further analyzed. A search of the Office of Central Reference's files has begun.

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B. SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST

1. ISOO TASK FORCE. The Deputy Director of Information Services, representatives from IRMD, and a representative from the Office of Security met with the Air Force and Information Security Oversight Office (ISOO) counterparts on the Task Force that is developing initiatives on over distribution of classified information. The representatives agreed on three initiatives for submission to ISOO: a) require agencies to periodically update distribution lists; b) include the distribution lists in the ISOO annual inspection program; and c) have ISOO sponsor interagency workshops on the problem of over distribution. The Task Force will meet again the week of 26 August to prepare its final paper for submission to ISOO.

2. ISOO INSPECTION. Representatives from IRMD accompanied Harold Mason from ISOO on the fifth and final FY 85 ISOO inspection of the Agency's information security program. The inspection covered information security practices in a DO area division. Mr. Mason was briefed by two deputy branch chiefs; they explained their procedures for classifying and reviewing cables, memoranda, and reports. No major problems were found, and Mr. Mason seemed please with the results of this year's inspections.

3. MOVABLE SHELVING. The contract for installing the first 9,000 feet of additional movable shelving in the Agency Records Center was put out for bids on 8 August. The bids will be opened on 10 September, and construction should begin sometime in October. The shelving material for this installation has already been ordered.

4. FILING EQUIPMENT SURVEY. A records management officer from IRMD visited the the Intelligence Community Staff's (ICS) registry to survey its request to purchase Bi-file filing equipment which would double current storage capacity in the ISC. Existing filing equipment is not sufficient to store the material that must be retained in the registry. Following the visit and inspection, IRMD approved the request for new filing equipment.

5. INFORMATION AND PRIVACY DIVISION ACTIVITIES. The backlog of initial requests totals 2,141; down 12 from last week. Among the requests for information received in IPD this week is one from a

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RECORD OF REVIEW

PERIOD: 12-16 August 1985 REVIEWER: _____ BRANCH: Combined Branch
SOURCE OF MATERIAL TYPE OF REVIEW NO. OF DOCUMENTS NO. OF PAGES

EXTERNAL REQUESTS:

DOD

AIR FORCE _____

ARMY _____

DIA _____

JCS _____

NAVY _____

NSA _____

OSD _____

NARA

Systematic109593

STATE

CDC/SR (FRUS) _____

CDC/MR _____

OTHER _____

SUB TOTALS

109593INTERNAL REQUESTS:

PRB _____

IPD _____

OLL _____

OGC _____

SAE

Separation80106

OTHER _____

SUB TOTALS

80106SPECIAL PROJECTS:

RIMS

Spooks1 book466SpyTeck1 book76

GRAND TOTALS

1911241

RECORD OF HISTORICAL REVIEW

PERIOD COVERED 12-16 Aug 1985 DIVISIONAL HRB INDIVIDUAL Combined Division

<u>ACTIVITY</u>	<u>MATERIAL</u> Job / Boxes	<u>EFFORT</u>
RECORDS SEARCH/SURVEY	<u> / </u> <u> / </u> <u> / </u>	FT <u> </u> HRS <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>
PREPARATION FOR REVIEW	<u> / </u> <u> / </u> <u> / </u>	FT <u> </u> HRS <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>
DECLASSIFICATION REVIEW	<u>Mandatory / Review</u> <u>External / Review</u>	DOCS <u> </u> PGS <u> </u> HRS <u>24</u> <u> </u> <u> </u> <u>1</u>
PROCESSING	<u> / </u> <u> / </u> <u> / </u>	HRS <u> </u> <u> </u> <u> </u>
PREPARATION FOR RELEASE	<u> / </u> <u> / </u> <u> / </u>	DOCS <u> </u> PGS <u> </u> HRS <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>
COMPUTER INPUT SYSTEM RIMS	<u> / </u> <u> / </u> <u> / </u>	DOCS <u>36</u> PGS <u>36</u> HRS <u>40</u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>
CAPTURING DATA FOR RIMS	<u> / </u> <u> / </u> <u> / </u>	DOCS <u> </u> PGS <u> </u> HRS <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u> <u> </u>
TRAINING	TYPE <u>Nomad/Rims/Other</u>	HRS <u>44</u>
ADMINISTRATIVE DUTIES	TYPE <u> </u>	HRS <u>39</u>
OTHER ACTIVITIES	TYPE <u>Rims, mtgs, rdgs.</u> TYPE <u>Mandatory Review</u> TYPE <u>Systematic Review</u>	HRS <u>34</u> HRS <u>31</u> HRS <u>2</u>

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20 August 1985

MEMORANDUM FOR: Director of Information Services

FROM:

[redacted]
Acting Chief, Information Resources
Management Division

SUBJECT: IRMD Weekly Report (14-20 August 1985)

A. WORK IN PROGRESS

1. TRIS. Division activities are continuing on schedule toward implementing TRIS/TSCADS. Information Technology Branch (ITB) is distributing a draft TSCADS User Manual to Agency TSCO's later this week, and the finished manual should be ready for the printers within the next two weeks. Twenty students are scheduled to receive ITB TSCADS training on 22 and 23 August, the last of the scheduled TSCADS training sessions. Information Control Branch has sent a memorandum to Agency TSCOs specifying transitional reporting procedures for the 26 August conversion to online TSCADS.

2. TS DOCUMENTS. OIS annuitants continued their search for unaccounted TS collateral documents. [redacted] located 203 TS documents in Intelligence Community Staff (ICS) holdings at the Records Center; 167 were on the ICS inventory list, but 36 were unlisted and thus require further research. [redacted] located 1,038 TS documents in Office of Soviet Analysis (SOVA) office files; 1,007 were on the SOVA inventory list, and 31 were unlisted and must be further analyzed. [redacted] began searching Office of Central Reference files.

B. SIGNIFICANT EVENTS AND ACTIVITIES OF INTEREST

1. ISOO TASK FORCE. The Deputy Director of Information Services, Chief, Information Management Branch (IMB), [redacted] IMB, and a representative of the Office of Security met with their Air Force and Information Security Oversight Office (ISOO) counterparts on the Task Force that is developing initiatives on overdistribution of classified information. The representatives agreed on three initiatives for submission to ISOO: 1) require agencies to periodically update distribution lists; 2) have ISOO include the distribution process in their annual inspection program; and 3) have ISOO sponsor interagency workshops on the problem of overdistribution. The Task Force will meet again next week to prepare its final paper for submission to ISOO.

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2. ISOO INSPECTION. [REDACTED] IMB, accompanied Harold Mason, Information Security Oversight Office (ISOO), on the fifth and final FY 85 ISOO inspection of the Agency's information security program. The inspection covered information security practices in a DO area division. Mr. Mason was briefed by two deputy branch chiefs, who explained their procedures for classifying and reviewing cables, memoranda, and reports. No major problems were found, and Mr. Mason seemed pleased with the results of this year's inspections.

3. MOVABLE SHELVING. The contract for installing the first 9,000 feet of additional movable shelving in the Agency Archives and Records Center was put out for bids on 8 August. The bids will be opened on 10 September, and construction should begin sometime in October. The shelving for this installation has already been ordered.

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4. FILING EQUIPMENT SURVEY. At the request of the Intelligence Community Staff (ICS) Records Management Officer (RMO), [REDACTED] IMB, visited the ICS Registry to survey its request to purchase Bi-file filing equipment. This equipment would double current storage capacity and make maximum use of the limited space available in the registry. The ICS RMO is in the process of a massive cleanup and has been able to destroy or retire 54 cubic feet of material. Even so, existing filing equipment is not sufficient to store the remaining material that must be retained in the registry. The equipment currently in the registry would be moved into a vaulted area to hold the copies of reports the are now stored on shelves, tables, or in boxes throughout the registry. [REDACTED] was favorably impressed with these plans and the work already done, and he approved the request for new filing equipment.

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5. RECORDS CENTER. Records Center personnel performed the following activities during the week:

RAMS:	Made 27 additions, 1 change, and 6 deletions.
ARCINS:	Jobs received/edited: 18. Jobs keyed: 15 consisting of 1,617 entries. Jobs completed: 30. Title searches: 11.
Accessions:	Received 19 jobs totaling 46 cubic feet.
Reference:	Serviced 2,267 requests for records.
Special Runs:	Three: one each to OP, OF, and DCD.

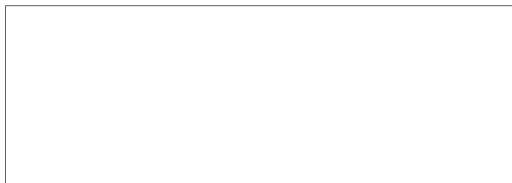
6. WANG ADMINISTRATION. The Wang Alliance system SYSVOL was down for four hours of unscheduled maintenance on 19 August to reload system software. All OIS Alliance systems will be down for scheduled preventive maintenance on Friday afternoon,

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23 August. The systems should be available for use at the beginning of the normal work day on Monday, 26 August.

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MEMORANDUM FOR: Deputy Director for Administration
FROM:
Chief, Information and Privacy Division, OIS
SUBJECT: IPD/OIS Weekly Report (14 - 20 August 1985)

1. The Week in Review 14 - 20 August 1985 1985 Weekly Average
- | | | |
|-------------------------|------|-------|
| a. New cases | 75 | 55.8 |
| b. Cases closed | 87 | 79.5 |
| c. New appeals logged | 3 | 2.6 |
| d. Appeals closed | 1 | 1.6 |
| e. Manpower (man-weeks) | 99.4 | 100.7 |
2. Current Backlogs
- a. Initial requests - 2141
- b. Requests in administrative appeal - 173
- c. Requests in litigation - 78
3. Spotlighted Requests

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STAT IPD [] (21 August 1985) (Final)

Distribution:

Orig - Adse

1 - DCI/DDCI/Executive Director

1 - DCI History Staff

1 - DDI

1 - DDO

1 - DDS&T

5 - OIS

1 - C/PAO

1 - Comptroller

1 - IG

1 - OGC

1 - OLL

1 - OP

1 - OL

STAT 1 - C/IMS []

1 - DDO/IRO

STAT 25 - DDO/IMS []

1 - DDI/IRO

1 - DDA/IRO

1 - IC/IRO

1 - OTE/MAT

1 - OIS/LA

1 - IRG/OS

1 - IPD Subject

1 - IPD Chrono

1 - IPD Reading Board

1 - HGH

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C-O-N-F-I-D-E-N-T-I-A-L

20 August 1985

MEMORANDUM FOR: Director of Information Services

FROM: [REDACTED]

Chief, Regulatory Policy Division

SUBJECT: Regulatory Policy Division Activities - 14 August
through 20 August 1985

1. RPD currently is processing 121 jobs. Business picked up considerably during the week when we received 13 jobs for processing. The draft of an employee bulletin arrived late on 19 August from the Office of Logistics with a request for immediate publication to alert and remind employees of the danger inherent in trespassing on the construction site of the New Building. A young lady recently was found wandering in the construction area in the evening while trying to reach West Parking Lot. Agency security personnel at the site were able to provide assistance to her before an accident or injury occurred. [REDACTED]

2. On 12 August, an OTS representative visited RPD with an interest to revise [REDACTED] He wanted to modify the definition of "hazardous materials" and incorporate special instructions for the shipping of lithium batteries. After meeting with C/RPD, the OTS officer conferred with an editor, [REDACTED] at some length on the proposed revisions. As a result of these discussions, [REDACTED] helped the visitor to develop concise language to meet the requirements necessary for OTS in the regulation while protecting sensitive information from too-broad dissemination. [REDACTED]

C-O-N-F-I-D-E-N-T-I-A-L

25X1 3. At the request of the Executive Secretary of the CIA Retirement
Board, [] researched []

25X1 [] that was on the books in 1976-1977. The Deputy Director of
Personnel had asked for this information. [] 25X1

25X1 4. [] sent [] via
telecommunications to OGC for legal concurrence. OGC did not concur and the
draft is the subject of discussion between OGC and the Office of Personnel.

[] 25X1

25X1 5. The Office of Logistics asked that a subparagraph concerning
procurement be rewritten for []

25X1 [] All coordinators concurred in the remainder of []

25X1 [] The page proofs, the figures (organizational charts) and
final wording for the narrative sections of these proposals were forwarded for
final acceptance by the Directorate of Intelligence. [] 25X1

25X1 6. RPD sent [] to the DDA for
approval on 15 August. The purpose of the revision is to bring the policy set
forth in the current regulation into explicit compliance with the provisions
of the CIA Retirement Act of 1964. [] 25X1

25X1 7. We forwarded proposed [] to the Office of
General Counsel for information. The Office of Personnel initiated this
notice to establish current policy for the assignment of Agency personnel. As
the policy set forth in the proposed notice was approved by the Executive
Director on 31 July, we considered no coordination necessary. [] 25X1

25X1 8. [] took three days of sick leave when she had surgery and
25X1 returned to the office feeling fine. Our summer employee, []
departed from RPD on 16 August to return to college for her junior year.

25X1 [] had been dividing her time between the Office of the Director,
OIS and RPD in preparation for assuming the duties of secretary to DD/OIS.
Her final day with RPD was 16 August. Her ingratiating personality and
superior office skills will be missed. [] 25X1

25X1
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